

# FAC111 Contract User Guide

## FAC111: Facilities and Uniforms Management Services

UPDATED: October 4, 2019

<b>Contract #:</b>	FAC111
<b>MMARS MA #:</b>	FAC111*
<b>Initial Contract Term:</b>	May 30, 2019 – October 31, 2023
<b>Maximum End Date:</b>	Two (2) X 2-year renewal options through 2027
<b>Current Contract Term:</b>	May 30, 2019 – October 31, 2023
<b>Contract Manager:</b>	Cameron O’Brien, (617) 720-3125, <a href="mailto:Cameron.E.OBrien@mass.gov">Cameron.E.OBrien@mass.gov</a>
<b>This Contract Contains:</b>	Prompt Pay Discounts
<b>UNSPSC Codes:</b>	53-10-00 Clothing

### Table of Contents:

(NOTE: To access hyperlinks below, scroll over desired section and CTL + Click)

- [Contract Summary](#)
- [Contract Categories](#)
- [Who Can Use This Contract](#)
- [Benefits and Cost Savings](#)
- [Finding Contract Documents](#)
- [Pricing, Quote, and Purchase Options](#)
- [How to Purchase From the Contract in COMMBUYS](#)
- [Emergency Services](#)
- [Performance and Payment Timeframes](#)
- [Strategic Sourcing Team Members](#)
- [Cooperative Contract Information](#)
- [Vendor Information](#)

**TIP: To return to the first page throughout this document, use the CTL + Home command.**

### Contract Summary

Statewide Contract FAC111 is for Facilities and Uniforms Management Services. This primarily refers to uniforms, mats, and mop services. FAC111 is designed to be a services contract and not a direct purchase contract. Customers looking to purchase clothing/uniforms and footwear should refer to Statewide Contract [CLT08](#) for Clothing, Uniforms, Footwear, Accessories, Personal Care Products, and Bedding.

### Contract Categories

Currently the FAC111 contract is setup for uniform, mats, and mop services only. Additional services will be added to the contract as well.

# FAC111 Contract User Guide

## Who Can Use This Contract

### Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

### Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

## Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products. FAC111 has been adopted from a nationally competed cooperative contract to bring even greater buying power to the customer.

## Finding Contract Documents

All contract documents and vendor price files are available for download on [COMMBUYS.com](#). A COMMBUYS account is not required for accessing contract information online.

To find contract documents and price files in COMMBUYS please:

1. Click *Contract & Bid Search* under the *Browse by Category* section
2. Click *Contracts/Blankets*
3. Type "**FAC111**" into the *Contract/Blanket Description* field
4. Click *Find It* towards the bottom

## Pricing, Quote, and Purchase Options

### Purchase Options

Purchases made through this contract will be primarily service based. FAC111 customers must sign a customer engagement form with the FAC111 vendor prior to service beginning. The purpose of the engagement form will be to outline the intended items to be used by the customer and establishes a start date, end date, with the option for renewals. The engagement form is available for download on COMMBUYS.

### Pricing Options

Pricing for FAC111 is based on the awarded vendor's cooperative pricing as published to COMMBUYS. Customers may download pricing from COMMBUYS to be used in combination with the engagement form.

### Obtaining Quotes

Contract users should always reference **FAC111** when contacting vendors to ensure they are receiving contract pricing.

### Delivery

Services are subject to a fee for delivery.

# FAC111 Contract User Guide

## Damages or Lost Items

Items involved with services on FAC111 will carry a Loss/Damage Replacement Value.

## Products or Services Not Listed

If a product or service is not available on FAC111, but would seem to be a fit for FAC111, please contact the OSD Contract Manager to inquire about the possibility of getting it added to the contract.

## How to Purchase From the Contract in COMMBUYS

### Setting up a COMMBUYS Account

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: 888-627-8283 or [COMMBUYS@mass.gov](mailto:COMMBUYS@mass.gov).

### Directly purchase a non-fixed price item (\$0 line item) through COMMBUYS

When placing an order in COMMBUYS using a \$0 line item the customer needs to type in the total cost of the order and may add invoice/quote information as reference either by typing in the information or attaching as a PDF file.

### Document items in COMMBUYS that have already been purchased

FAC111 is setup to allow buyers to document a contract purchase in COMMBUYS that already has taken place through a Request for Payment Authorization (RPA) Release Requisition. It also allows MMARS users to easily keep track of spend. NOTE: MMARS and COMMBUYS do not interface –payment request and invoice should be reported in both MMARS and COMMBUYS separately.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The COMMBUYS Requisitions section, and choose the *How to Create an RPA Release Requisition* job aid.

## Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML – 801 CMR 21](#) defines emergency for procurement purposes. In the case of an emergency need for clothing customers should refer to CLT08. Visit the [Emergency Contact Information for Statewide Contracts](#) list for emergency services related to CLT08.

## Performance and Payment Time Frames Which Exceed Contract Duration

All agreements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes (limited to the time frame and services established per each written agreement). No written agreement shall extend more than **three (3) years** beyond the current contract term of this Statewide Contract as stated on the [first page](#) of this contract user guide. No new agreements for services may be executed after the Contract has expired.

## Strategic Sourcing Team Members

- Stephen Lyons (Inactive), Operational Services Division, Contract Manager

# FAC111 Contract User Guide

## Cooperative Contract Information

For additional information on the Cintas cooperative agreement from the Omnia Partners, U.S. Communities cooperative please go to: <https://www.omniapartners.com/publicsector/contracts/supplier-contracts/cintas-corporation>

## Vendor Information

**Vendor:** Cintas Corporation No. 2

**Customer Contact:** Jeff Sumwalt  
631-664-5991  
[sumwaltj@cintas.com](mailto:sumwaltj@cintas.com)

**COMMBUYS MBPO:** [PO-19-1080-OSD03-SRC3-16445](#)

*(Please note that COMMBUYS is the official system of record for vendor contact information.)*

**Prompt Pay Discounts:** 3% off in 10 days  
2% off in 15 days  
1% off in 20 days